

Custodian

JOB TITLE: Custodian
GRADE: Pay Grade 6 - \$9.07
DEPARTMENT: City Hall
HOURS: Daytime Hours

JOB SUMMARY: This semi-skilled position entails general housekeeping and upkeep of City Hall. Work is performed under general supervision and is inspected in progress, and upon completion when possible to assure compliance with established policies and procedures. Incumbent works under the general supervision of the Mayor and City Clerk.

ESSENTIAL RESPONSIBILITIES:

- Vacuum, sweep, scrub, mop, strip, and polish floors.
- Clean, dust, and polish furniture; clean and wash windows and woodwork.
- Clean restrooms and fixtures as necessary to maintain proper physical appearance and cleanliness.
- Maintain break area and kitchen with mopping, washing dishes, cleaning refrigerator and microwave.
- Replace lavatory supplies, dispose of waste paper, empty trash, and maintain inventory of cleaning supplies and equipment.
- Police grounds for unwanted paper and debris.
- Change light bulbs, air filters, and report malfunctioning equipment.
- Pick up and deliver City Hall mail to US Post Office; distribute mail to all City Hall employee's mail boxes.
- Perform other job related duties as required

QUALIFICATIONS: Be a high school graduate or hold GED. Experience in cleaning and janitorial work is a plus. Must possess a valid Alabama driver license and a driving record suitable for insurability.

PHYSICAL REQUIREMENTS: Job requires constant standing and walking. Frequent climbing of stairs and occasionally lifting up to 50 lbs.

POSTING DATES: 11/29/17 – 12/6/2017

If any City Employee is interested in this job, please contact Kathy Railey at 329-6782 (Probationary employees are not eligible)

Alexander City is an Equal Opportunity Employer.

